Leave of Absence Checklist

For Team Members

As a BSW team member, you may be eligible to take a leave of absence for reasons related to your own medical condition, a family member's serious condition, military service and/or personal reasons. This checklist will help you plan for one of the many different types of leaves available to you.

Step 1: Request a Leave

Within 30 days, or as soon as the need for a leave is foreseeable, you should begin the process of requesting a leave.

YOUR ACTION ITEMS

- ☐ View the <u>Leave of Absence</u> site for details on plans, coverage, eligibility and how leaves and pay work together (if applicable).
- □ Notify your leader of your leave request as soon as possible and work on a transition plan for any ongoing projects and responsibilities.
- ☐ Contact the Absence Center at **844–511–5762** or visit <u>mySedgwick.com/BSWH</u>:
 - Click Report A New Claim.
 - Watch this video for additional help navigating this step.

For employed Physicians requesting leave

To stay in compliance with the governing documents and bylaws for medical staff, you are required to separately notify <u>all</u> hospital medical staff services department(s) where you are credentialed and/or privileged of your intent to take a leave. Action may be taken if notification does not occur.

Step 2: Leave Review

Within two business days of submitting your request, the Absence Center will advise you of the necessary documentation, which if applicable, must be submitted before a decision can be made.

YOUR ACTION ITEMS

$\ \square$ Look for and promptly respond to any requests from the Absence Center to avoid any delays	or
denial of your claim.	

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Step 3: Decision

After reviewing your documentation, the Absence Center will notify you and your leader if the leave has been approved or denied.

YOUR ACTION ITEMS

$\ \square$ Check the Absence Center website regularly for updates and keep them informed of any char	nges
to your status.	

For Intermittent Leave (if applicable)

☐ Report your absence(s) to your leader according to your normal procedures.



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- If you do not report your absence within two days, it will be denied.
- ☐ If applicable, apply available PTO hours to your timecard.

Step 4: Time Away

Depending on the type of leave, there may be additional action required while you are out.

YOUR ACTION ITEMS

- ☐ If you are on unpaid leave (no longer receiving a paycheck), you will be billed for benefit premiums by Optum. Be sure to pay these timely to avoid termination of coverage.
 - Contact Optum directly at 855-409-7029 with questions about your billing.
 - You may be able to make certain changes to your benefits within 30 days, if you experience a
 qualifying life event. See the <u>Summary Plan Description</u> for more information.
- ☐ Ensure you maintain any necessary required licenses and/or certifications.

Step 5: Returning to Work

As your return-to-work date approaches, the Absence Center will work with you to coordinate a smooth return.

YOUR ACTION ITEMS

- □ Coordinate your return to work with the Absence Center and your leader.
 - If applicable, provide the Absence Center with a copy of your release to return to work.
- ☐ If you are released with restrictions, contact the Absence Center prior to your return.
- ☐ Respond to the Absence Center to confirm your return, to avoid any potential pay impacts.
- ☐ Reinstate previously changed benefits within 30 days of returning (if applicable).
- ☐ Contact the Absence Center if you have any questions or concerns at 844-511-5762.

Additional Resources

Here are some additional resources that may be available to you while you are on a leave of absence:

- Explore our Need to talk flyer to determine what support and care is right for you or a loved one.
- <u>Employees 1st Emergency Assistance Fund</u> may be available if you are experiencing financial hardship.

